

## JOB DESCRIPTION



# The Church of the Epiphany

an Episcopal Church in Downtown Washington, DC

## **EVENT SEXTON (Sunday and After-Hours Event Coordinator)**

The Event Sexton (Sunday and After-Hours Event Coordinator) oversees events that take place when regular church staff are not present as well as setup on Sunday mornings in advance of worship service. The Event Sexton ensures proper care and safety of the church property and the people within, and facilitates the successful execution of events and worship service by organizers/church leadership.

This includes:

- Cleaning and preparing the church ahead of the event or service, including stocking restrooms
- Admitting event participants (musicians, wedding party, etc.) into the building, and providing orientation as needed
- Assisting with space set up for the event, such as arranging chairs, piano, etc., unlocking doors as needed, or setting up canopies and chairs for outdoor events
- Maintaining and monitoring church equipment related to events
- Assisting with security for events
- Assisting event organizers with unusual or unforeseen circumstances
- Assisting with the orderly and timely entry and exit of guests
- Ensuring the church is secure, clean and back in order after events
- Conducting orientations for arriving groups who will be using the Epiphany Mission Center

Events include music rehearsals/performances, weddings and more. Most events take place in the evenings and on weekends. On Sundays, when the service begins at 10:30, the Event Sexton would typically work 6:30 a.m. to 10:30 a.m.

Hours are variable and not guaranteed. This is an hourly position, paying \$30/hour.

The position is one of responsibility. Three years of similar experience are requested. References and background checks are required.

**Please email resume and cover letter to [info@epiphanydc.org](mailto:info@epiphanydc.org) with subject "*Event Sexton Position.*"**

**The Church of the Epiphany**

1317 G Street NW, Wash., DC 20005

[www.epiphanydc.org](http://www.epiphanydc.org)